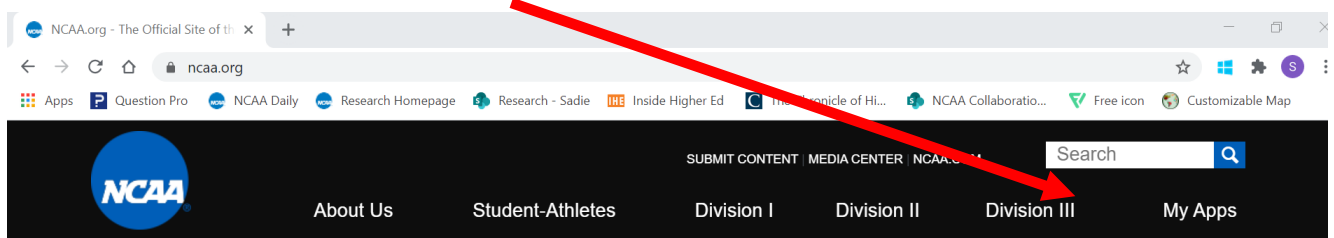


MEMBER REPORTS

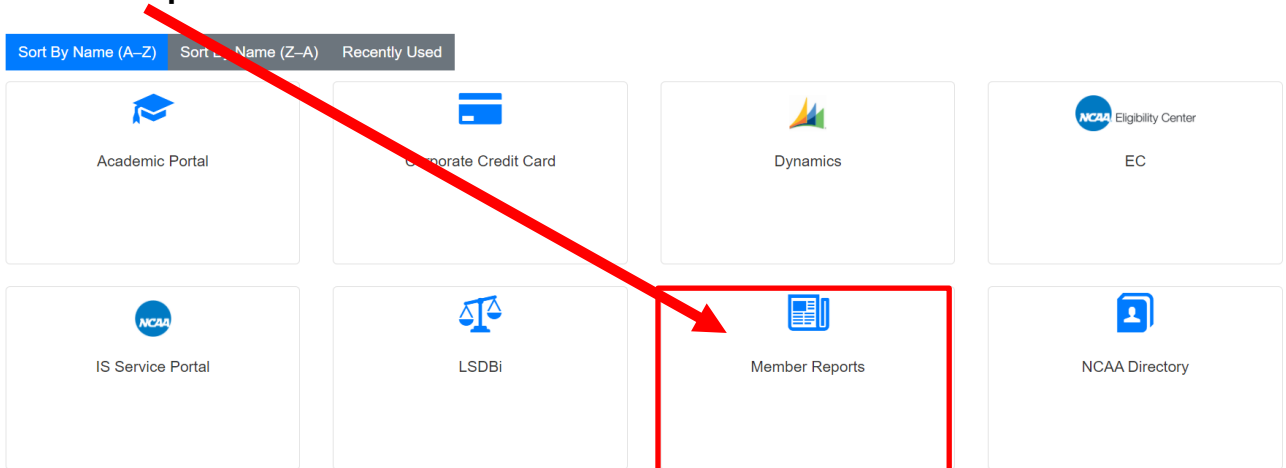
[Log in via NCAA.org](https://ncaa.org)

***IMPORTANT:** To access Member Reports, you must be connected to VPN.

1. Member Reports is located under **My Apps**.

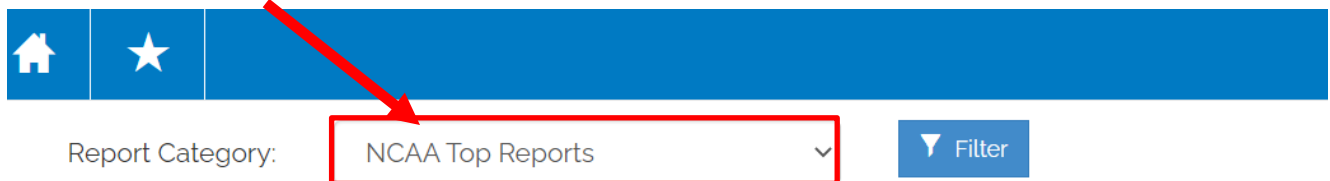


2. Once you have selected My Apps, you will be prompted to **log in**. Do so by entering your NCAA email in designated area.
3. The NCAA Applications homepage will appear once you have logged in. On this screen **select Member Reports**.



(If Member Reports is not listed as an option, please contact Sadie Martinez (smartinez@ncaa.org)).

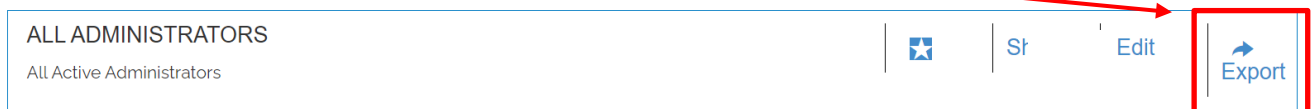
4. Once you log in, you will see the default NCAA Top Reports Category. Use the drop-down menu to **select a report category**. Report categories are listed below.



Categories include:

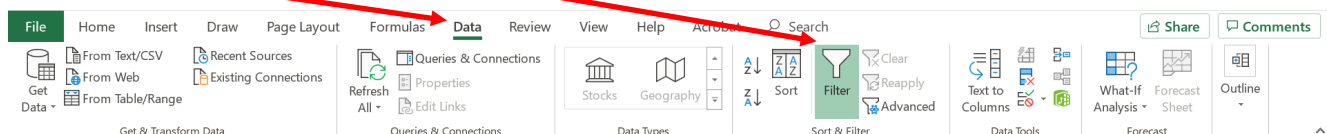
- a. NCAA Top Reports
- b. AMA
- c. Administrative Services
- d. Championships
- e. Communications
- f. EC
- g. ECE
- h. Enforcement
- i. Executive
- j. Governance
- k. Historical Sponsorship Lists
- l. IHR
- m. Men's Basketball
- n. Regulatory Affairs
- o. Research
- p. SSI
- q. Women's Basketball
- r. ALL

5. Once you find the report, you can **export** the information into an excel file. To do so, click on the tab labeled "Export."



For example, if you need a list of all Division I Directors of Athletics emails, you should export the ALL ADMINISTRATORS report.

6. Open the exported excel file. To find the specific information you need, select all (control + a), go to the Data tab and then select **Filter**.



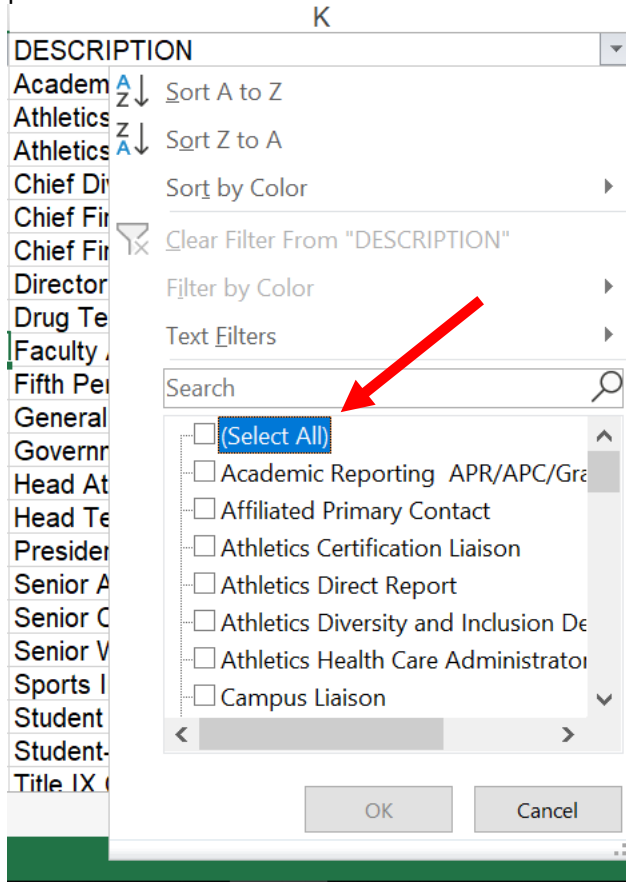
7. Once there is a filter on all the columns, you can **select the specifics** for each column you need. For example, for Division I Directors of Athletics emails, filter Column H (Division) to only see Division I, and Column K (Description) to only see Directors of Athletics.

8. To filter the columns needed, click the arrow on the right side of the desired column cell.


H	I	J	K
DIVISION	SUBDIV	CONFE	DESCRIPTION





9. Once the arrow has been clicked, filter options will drop down. All options will be checked at this point. Uncheck the "Select All" box. This will cause no options to be selected.



DESCRIPTION


Academ  Sort A to Z

Athletics  Sort Z to A

Athletics  Sort by Color

Chief Di

Chief Fir

Chief Fir  Clear Filter From "DESCRIPTION"

Director

Drug Te

Faculty

Fifth Pe

General

Governr

Head At

Head Te

Preside

Senior A

Senior C

Senior V

Sports I

Student

Student-

Title IX

Search

☐ (Select All)

☐ Academic Reporting APR/APC/Gr

☐ Affiliated Primary Contact

☐ Athletics Certification Liaison

☐ Athletics Direct Report

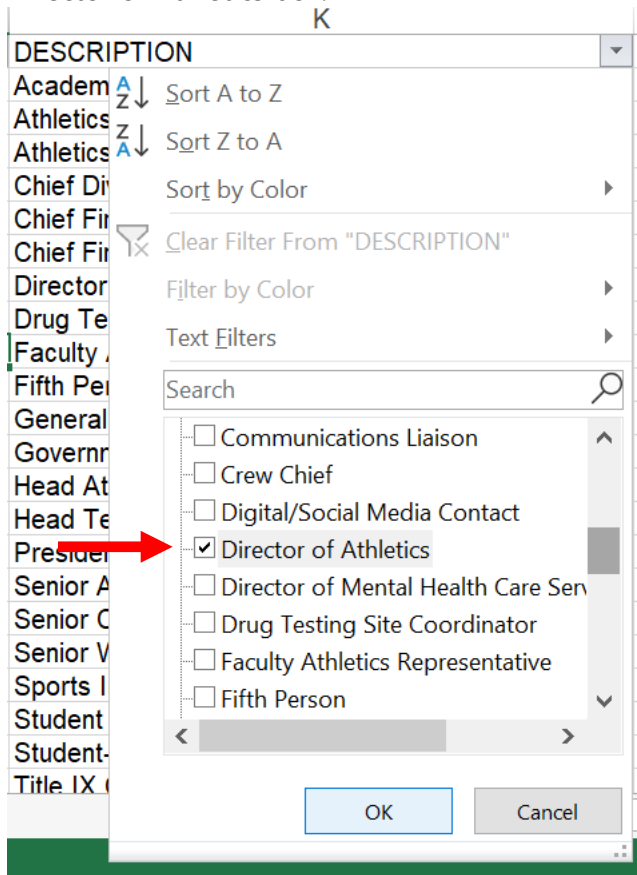
☐ Athletics Diversity and Inclusion De

☐ Athletics Health Care Administrator

☐ Campus Liaison


OK Cancel

10. Once the "Select All" box has been unchecked, scroll down the list and check the box correlating to the information needed. Once the desired box is checked click "OK." In our example, check the Director of Athletics box.



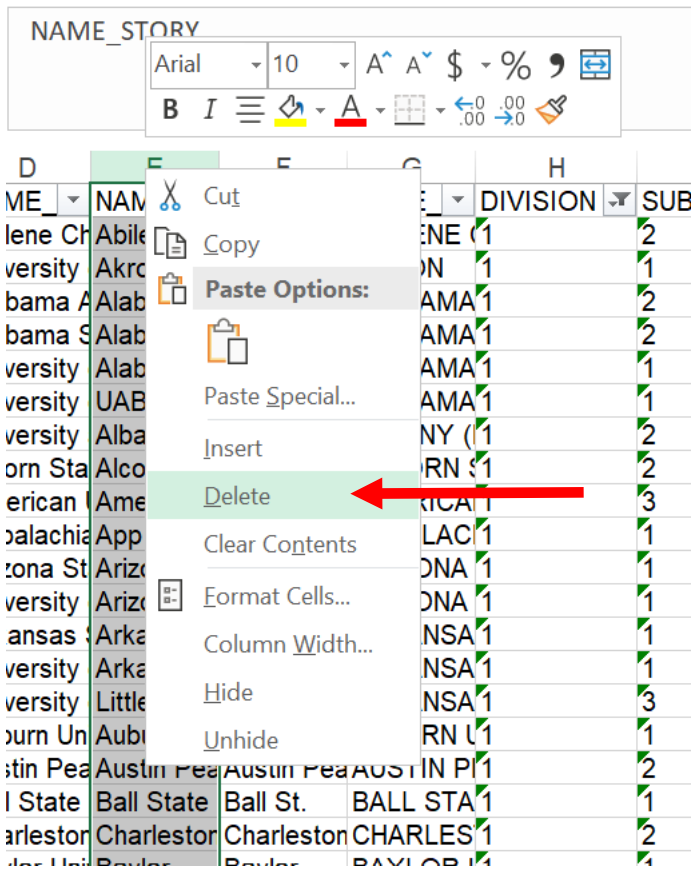
Also, in our example, Column H (Division) will be filtered down to show only Division I using the steps above.

11. Once all columns have been filtered your excel sheet will display the information needed. In our example, only Division I Director of Athletics are showing.



	A	B	C	D	E	F	G	H	I	J	K
	ACADE	PERSO	ORG_ID	NAME	NAME	NAME	NAME	DIVISION	SUBDIV	CONFE	DESCRIPTION
1	2021	138042	2	Abilene Ch	Abilene Ch	Abilene Ch	ABILENE	1	2	Southland	Director of Athletics
78	2021	200122	5	University	Akron	Akron	AKRON	1	1	Mid-America	Director of Athletics
99	2021	141969	6	Alabama A	Alabama A	Alabama A	ALABAMA	1	2	Southwest	Director of Athletics
122	2021	206632	7	Alabama S	Alabama S	Alabama S	ALABAMA	1	2	Southwest	Director of Athletics
143	2021	143955	8	University	Alabama	Alabama	ALABAMA	1	1	Southeast	Director of Athletics
167	2021	196213	9	University	UAB	UAB	ALABAMA	1	1	Conference	Director of Athletics
188	2021	195225	14	University	Albany (Ne	Albany (Ne	ALBANY	1	2	America E	Director of Athletics
151	2021	176856	17	Alcorn Sta	Alcorn Sta	Alcorn	ALCORN	1	2	Southwest	Director of Athletics
191	2021	185504	23	American I	American	American	AMERICA	1	3	Patriot Le	Director of Athletics

12. If needed, you may also delete any column you do not wish to see. Simply right click the unwanted column and select "Delete".



Copying

Once you have filtered your data, you can copy and paste it into another tab or workbook.

1. Select all (control + a), then when you copy (control + c) it will only select those that you filtered on.
2. At this point you can paste (control + v) into a new tab or workbook.

REMINDER: New lists should be run every time a list is needed. Please do not save spreadsheets and for later use as information changes within the membership database constantly and could lead to outdated data being used.

When to use which report

ALL ADMINISTRATORS – This report includes every position at all NCAA institutions, other than Head Coach, that are active within the membership database. There are about 40 positions that will initially be included.

CONFERENCE PERSONNEL – This report includes every position at all NCAA conferences that are active within the membership database.

COMMISSIONERS BY SPORT – This report would be used if you want to filter by a conference administrator for conferences sponsoring a particular sport.

CURRENT COMMITTEE MEMBERS – All active committee members including term start and end date, committee name and contact information.

HEAD COACHES – All active head coaches.

OFFICIAL NAME STYLE GUIDE – All active institutions with official NCAA names and usages.

SPORTS SPONSORSHIP LIST – All sponsored sports for the current academic year by institution.

Other reports – Under the all category, you can find reports such as, added sports for the current year, dropped sports for the current year, provisional and reclassifying institutions, institutions with an eligibility code, etc.

FAQs

1. When are the old systems (labels, the jsp tool) going to be retired?

We do not have an exact date for this yet.

2. How can I request a report that isn't currently in the Member Reports tool?

There is a link on the top right corner of the Member Reports page where you can request a report, you can email Sadie Martinez (smartinez@ncaa.com). You may also request a column or piece of data to be added to an existing report. Any data that is contained within the membership database can be included in a report.

3. Who can use Member Reports?

Anyone with an SSO login can use the Member Reports tool. If you do not have access, please contact Sadie Martinez (smartinez@ncaa.org) or another SSO administrator to give you access to the tool. Please keep in mind that this tool is for internal use only and should not be distributed to anyone outside of NCAA staff.

More details on the policy: The NCAA Membership Database and Member Reports application is for internal NCAA staff use only. Contact information of administration and coaches at

NCAA member institutions are not be shared with external individuals or organizations. An exception to this rule may be made if the NCAA is engaged in a collaboration with an outside entity, pending approval from [NCAA Research](#). The rationale behind not sharing contact lists externally is to minimize unsolicited, impersonal blast email requests of the NCAA membership. Membership contact information is publicly available on institutional websites.

4. What should I do if I come across incorrect information within a spreadsheet?

Please send any changes to Sadie Martinez (smartinez@ncaa.org). These changes can include email bounce backs, staff that have left, or incorrect email addresses.